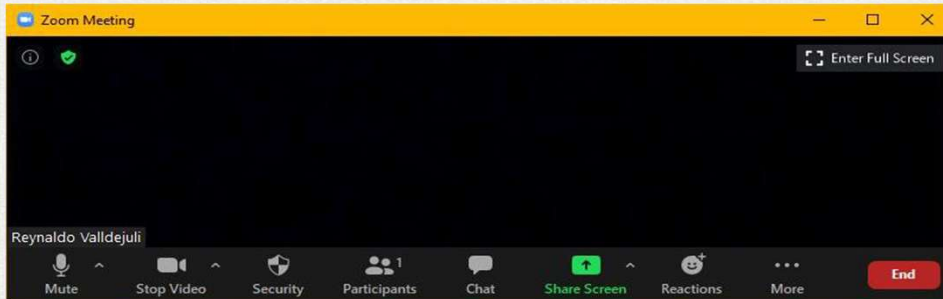


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

July 30, 2021

Visit the [eScholar Support Page](#) for a copy
of the webinar deck.

Agenda

- eScholar URLs for Uniq-ID, StaffID, DirectMatch
- Password resets
- Review eScholar systems startup timelines for 2021-2022
 - Uniq-ID
 - Submit student data
 - StaffID
 - Submit staff data
 - Employee status codes
 - Who should/should not be submitted
 - DirectMatch
 - Running SNAP, TANF, etc. matches
 - Search function (by student or “MyStudents”)



eScholar 2021-2022 Startup



eScholar URLs

Uniq-ID: <https://louisianasecureid.escholar.com/uid/login.do>

StaffID: <https://louisianastaffid.escholar.com/uid/login.do>

DirectMatch: <https://secureid.escholar.com> (will be disabled Monday, Aug. 2)
New: <https://SecureID.la.gov/> (effective Monday, Aug. 2 at 8:00 am)

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)



eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets

- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets

- within the application (click on the *Lost Your Password* button)

eScholar FTP: <https://louisianasecureftp.escholar.com/WebInterface/login.html>

- access to eScholar FTP, Credentials folder, IBCs or HighSet folders
- contact: LouisianaSecureID@escholar.com



2021-2022 eScholar Uniq-ID



eScholar Uniq-ID

- Submit your **2021-2022 expected student enrollments** to Uniq-ID for LASID assignment.
 - Submit returning and new students at the beginning of the school year
 - Submit new enrollments throughout the year
- Submit your current year 12th graders to Uniq-ID with their SSNs. LOFSA will verify the students' SSN prior to issuing the students' financial aid.
- For student(s) who graduated in the 2020-2021 school year and you were contacted to update their SSNs or other demographic information in eScholar Uniq-ID so they can receive their financial aid:
 - submit the student for the 2021-2022 school year: **ESSY = 2022**
 - submit the **Location Active Flag = 0** (inactive)



2021-2022 eScholar StaffID

eScholar StaffID

- Submit your **2021-2022 staff** to StaffID for ID assignment.
 - Submit returning and new staff at the beginning of the school year
 - Submit new staff hires throughout the year
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.
- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee
- 02 – post-secondary employee
- 03 – contracted professional services person
- 04 – third party contract employee
- 05 – state employee (classified)
- 06 – state employee (unclassified)
- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

2021-2022 DirectMatch





eScholar DirectMatch

eScholar DirectMatch system (Version 2020)

- Current DirectMatch URL- <https://secureid.escholar.com> (will be disabled Monday, August 2, 2021)
- New URL: <https://SecureID.idoe.la.gov/> (effective Monday, August 2, 2021 at 8:00 am)
- Your email address is your loginID
 - If you are a new security coordinator, please verify your email address is up to date in the 2021-22 LEA Contact List. (Posted on [System Support Page](#)).
- Users can reset their password within the application
- DirectMatch houses multiple program types (SNAP, TANF, etc.)
 - Match students through Person ID, Upload File, Individually by LASID or address
 - Identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
 - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP) (will be available in late Fall)



eScholar DirectMatch

- School systems can begin running DirectMatch **after** 2021-22 expected student enrollments have been submitted to eScholar SecureID
- The June SNAP/TANF file was loaded to DirectMatch on July 18. This is the 1st file in the series for the 2021-22 school year.
- **July - September 2021:** School systems are responsible for running eScholar DirectMatch, resolving near matches and loading the data into their local systems.
- **October - June:** LDOE will run the statewide DirectMatch and provide the batch number to school systems. School systems will be responsible for resolving their near matches and loading the data into their local systems.
- DirectMatch resources are available [here](#) including. (DirectMatch User Guide, SNAP/TANF monthly update schedule, Sample Income survey for CEP schools, FAQ, upload/download templates, training slide deck/recording, etc.)

eScholar DirectMatch

- Submit your students to Uniq-ID for LASID assignment BEFORE you run DirectMatch.
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the PersonID button. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

Home > Match Options

Match Options

PERSON ADDRESS

Match Option: **Person ID** Upload File Individual Match Manual Authorization

District: **All Districts** Specific District

School: All Schools

Match Type:

Reset **Match**

DirectMatch Issues

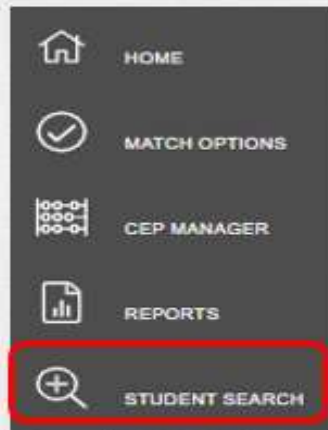
Here are some issues we have reported to eScholar (**fixes week of Aug. 2**)

- DM Index (tab delimited and csv txt files) are incorrectly formatted
 - districts will receive an error when loading to their food service system
 - Do not download the DM Index until eScholar fixes the issue.
- DirectMatch shows no records are available for download
 - once students are identified as free lunch eligible they will not be re-matched when DirectMatch is rerun.
 - ensure that you have submitted your students to Uniq-ID for ID assignment
 - **there are no students who matched to the SNAP file - very unlikely at the beginning of the school year**
- The file download takes a long time in the Queued and Processing stages
 - session times out

DirectMatch: Search Function

Using the Search button:

- you can find a student by LASID or LocalID
- Obtain all your SNAP eligible students from the start of the school year till the last date DirectMatch was run.
 - This is the function formerly known as MyStudents in Version 11.



DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type

Click Search

Home > Search Options

Search Options

Identifier :
123456789

Match Type :
SNAP

District :

School :

School Year :
2022

Reset

Search

Search Results

State ID	Name #	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9109673 SIS	SNAP	07/01/2021	>>

1 - 1 of 1

Previous 1 Next

DirectMatch: “MyStudents”

- Select the Match Type; School Year = 2022; Click the Search button
- The students data will appear in a table
- Click on the paper icon to download the students

Home > Search Options

Search Options

Identifier :

Match Type :

SNAP

District :

Vernon Parish School...

School :

School Year :

2022

Reset

Search

Search Results



State ID	Name	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9189769 SIS	SNAP	07/01/2021	>>
						3189885 SIS	SNAP	07/01/2021	>>



2021-2022 Startup Timeline for the eScholar DirectMatch System

- eScholar is providing training for eScholar DirectMatch
- The Registration link is below and posted on the [System Support page](#) and [CNP site](#)
 - **Session 3** - Friday, August 20, 2021 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

The slide decks have been posted to the [eScholar Support](#) page.



DirectMatch Q & A

1. According to USDA, what should happen when a child has already been tagged/confirmed SNAP eligible within the same school year?

Once a student is flagged as eligible, the student remains eligible for the remainder of the school year.

2. My district is CEP i.e. all students eat free. Do I submit all my students as free lunch to EdLink?

A student who is allowed to eat free is different from a student who is qualified to eat free

- *Your district should be reporting students as free in SIS if they qualify to eat free:*
- *“qualified” via SNAP from DirectMatch*
- *DC extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)*
- *Qualified through income survey forms (if attending a CEP school)*
- *Qualified through lunch applications (if attending a non-CEP school).*



DirectMatch Q & A

3. What is CEP?

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs. CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.

4. What percentage of our students have to be found through direct certification in order for us to qualify for CEP?

To be eligible for CEP, the identified student percentage (ISP) as of April 1 must be at least 40%. To be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

Office Hours and Monthly Webinar

- eScholar Office hours **NEW** 10:00am each Thursday (8:00 am Friday, July 30)
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (408) 638-0968
- Data Coordinator Office hours 1:00 p.m. each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- Data Coordinator Monthly Webinar 1:00pm usually the first Thursday of each month
 - Thursday, August 12 See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov
- Student Transcript System (STS) & Curriculum (CUR): SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): SystemSupport@la.gov
- ID Management Manager: Anantha.Lakkakula@la.gov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov Wanggan.Yang@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov